

Monterey Peninsula College Administrative Services

Component Goals 2009-10 – Update/Progress if variation.

Operational Goal	Completion Date
1.0 Continue implementation of the Facilities Master Plan.	
<i>Institutional Goals- Maintain and improve district facilities:</i> 7.1 Create safe, attractive, functional facilities through the allocation of bond funds; 7.2 Provide a stable and secure technical environment for the entire institution.	
Objective	
1.1 Provide facilities for the Education Center at Marina and the Public Training Center at Seaside which will support opportunity for enrollment growth while also providing locations visible to areas of future community growth.	
Activity	
1.1.1 Complete construction of first two buildings at the Public Safety Training Center at Seaside. 1.1.2 Coordinate construction of our new facilities at the Education Center at Marina.	Fall 2009 Spring 2010- completion in spring 2011.
Objective	
1.2 Continue progress to fulfill the completion of facility projects on MPC's main campus.	
Activity	
1.2.1 Start construction of new Student Services. 1.2.2 Start construction of new Auto Shop classroom. 1.2.3 Reconfiguration of Parking Lots B & C. 1.2.4 Resurfacing of Parking Lots B & C. 1.2.5 Conversion old Administration Building into swing space. 1.2.6 Demolition of old Lecture Forum Bridge. 1.2.7 Reconfiguration of Parking Lot J. 1.2.8 Building evacuation signage. 1.2.9 Start working drawings for Business-Humanities. 1.2.10 Completion of P.E. Elevator. 1.2.11 Heighten baseball backstop. 1.2.12 Installation of new Horticulture Greenhouse.	Spring 2011-completion. Spring 2010 –Summer 2010 for completion. Summer 2010 Summer 2010 Spring 2010 Fall 2009 Summer 2009 Ongoing. Fall 2011 - Drawings to DSA Summer 2010. Fall 2009 - Spring 2010 Summer 2009 Fall 2009

Operational Goal	Completion Date
2.0 Ensure realistic Facility Master Plan	
<i>Institutional Goals – Maintain and improve district facilities: 7.1 Create safe, attractive, functional facilities through the allocation of bond funds;</i>	
Objective	
2.1 Continue Facilities Committee meetings to prioritize and coordinate projects.	
Activity	
2.1.1 Update Facility Master Plan based on current assumptions. (Facilities Cmte Updated Proposal to Board, Dec. 2009)	Summer 2009 -Fall 2009
Operational Goal	Completion Date
3.0 Implement Energy conservations measures that would provide financial savings while improving efficiencies.	
<i>Institutional Goals – Maintain and Improve district facilities: 7.1 Create safe, attractive, functional facilities through the allocation of bond funds; 7.2 Provide a stable and secure technical environment for the entire institution.</i>	
Activity	
3.1 Pursue computer controls for parking lot lights. (Campus computers have automatic shut down at night. Conversion to network printers has begun and continues using Energy Star compliant copier/printers.)	Summer 2009 & ongoing.
Operational Goal	Completion Date
4.0 Enhance and maintain MPC's Information Technology and Instructional Technology resources in order to serve the faculty, students, staff and community while also providing a positive image representative of MPC.	
<i>Institutional Goals – 6. Create pathways to success that address the diverse, holistic needs of all MPC students. 7. Maintain and improve district facilities</i>	
Objective	
4.1 Extend wireless services as funds are approved. (IT)	
Activity	
4.1.1 Prioritize wireless coverage to areas of the campus based on Component Goals and source of funding.	Fall 2009
4.1.2 Install wireless access points based on priority and funding. (Most wireless is completed; the rest will be completed with additional funding.)	June 2010

Objective	
4.2 Add desktop functionality for students and staff. (IT)	
Activity	
4.2.1 Implement FAX in to the desktop.	Fall 2010
4.2.2 Implement Office Communication Server via virtual server, for online chat. (Above put on hold until the Santa Rosa Student Records System upgrade is finished—spring 2011.)	Fall 2010
Objective	
4.3 Add system improvements. (IT)	
Activity	
4.3.1 Implement User State Migration tool.	June 2010
4.3.2 Implement Identity Lifecycle Manager to process user accounts. (Both are currently being deployed along with the present upgrade to the firewall and expected to be available this summer.)	June 2010
Objective	
4.4 Improve website functionality. (IT)	
Activity	
4.4.1 Implement the Student Learning Kit. (This must await completion of the SR Student Records System- April 2011.)	June 2010 – Spring 2011.
4.4.2 Implement Single Sign-On. (In process as part of firewall upgrade.)	June 2010 – In process.
Operational Goal	
5.0 Upgrade the Santa Rosa Student Records System to Windows SQL (Structured Query Language).	Completion Date
<i>Institutional Goals:</i> 7. Maintain and improve district facilities	
Objective	
5.1 Purchase application server, network hardware and required software for installation of the new student records system in IS (Information Systems).	
Activity	
5.1.1 Determine hardware and software needed to run the system and purchase equipment. (These have been purchased.)	April 2010
5.1.2 Install the latest Windows SQL version of the student records system.	April 2010 – Spring 2011
Objective	
5.2 Identify and modify any MPC programs that will interface with the SQL-based student records system (IS).	

Activity	
<p>For 5.2, 5.3, and 5.4 --All of these are in process or will soon be in process for completion in April 2011. Testing is taking place summer of 2010 and training will start in January 2011</p> <p>5.2.1 Programming of extract/load programs to move data from HPe3000 database to SQL database.</p> <p>5.2.2 Identify MPC custom changes and modify SRJC programming as required.</p> <p>5.2.3 Identify MPC programs that need to be rewritten that interface for accessing the new SQL database.</p> <p>5.2.4 Review MPC security/menu access - transition to new menu system.</p> <p>5.2.5 Review MPC reports distribution.</p> <p>5.2.6 Review MIS Reporting.</p> <p>5.2.7 Convert MPCDB (MPC Database) to SQL.</p>	<p>April 2010 – Now spring 2011 for all of 5.2.</p>
Objective	
<p>5.3 Indentify and re-write/modify any MPC interfaces from student records to vendor supplied systems (IS).</p>	
Activity	
<p>5.3.1 1099-T vendor - replace existing MPC programs to create file for 1099-T vendor.</p> <p>5.3.2 Academic Timekeeper - replace existing MPC VB programs for loading.</p> <p>5.3.3 CAP - replace MPC upload program that uploads assessment test data.</p> <p>5.3.4 DARS - replace MPC update program to load DARS from the HP.</p> <p>5.3.5 FAMS - Bog update, academic update, access database for check writing.</p> <p>5.3.6 ICVerify - credit card interface to registration (May need consultant to work with us on this).</p> <p>5.3.7 Wells Fargo - International Student Insurance extract (Crystal Reports) - change to SQL source for data.</p> <p>5.3.8 Moodle - replace extract program for uploading data into Moodle.</p> <p>5.3.9 NSLC - new extract program (if SRJC does not re-write).</p> <p>5.3.10 SARS-GRID - new interface to load counseling appointments.</p> <p>5.3.11 SharePoint web site interface- replaces ODBC extract from HP to SQL - Work with SharePoint consultants.</p> <p>5.3.12 XAP CCCApply - automated download/upload from CCC Apply.</p>	<p>April 2010 – Now spring 2011 for all of 5.3.</p>
Objective:	
<p>5.4 Conversion of existing student records system and related programs from the HP3000 to new California Community College Software Consortium (CCCSC) version. (IS)</p>	

Activity		
5.4.1	Develop test plan and complete testing of system.	October 2010 – now spring 2011 for all of 5.4.
5.4.2	Complete training of users.	
5.4.3	Complete conversion of data and application installation.	
(Activities 5.2 thru 5.4 are either in process or soon will be. Completion is in spring 2011; testing taking place summer 2010 and training in January 2011).		
Operational Goal		Completion Date
6.0 Monitor effectiveness of the MPC Equal Employment Opportunity Plan		
Institutional Goals: 2. Foster a climate that promotes diversity throughout the institution.		
Activity		
6.1	Compare demographics and complaints on on-going basis to determine plan effectiveness.	Ongoing
6.2	Re-survey employees to ensure accurate data.	Ongoing Completed
6.3	Present annual reports to the Board of Trustees.	Ongoing Completed for 2009/10
Operational Goal		Completion Date
7.0 Update Board Policies in appropriate areas.		
Institutional Goals: 2. Foster a climate that promotes diversity throughout the institution.		
Activity		
7.1	Update calendar/schedule to complete policy updates.	Ongoing
7.2	Working with the Academic Senate, revise Faculty Hiring Procedures.	Summer 2010-fall 2010
7.3	Working with the Academic Senate, revise Adjunct Faculty Hiring Procedures.	Summer 2010 fall 2010
7.4	Revise hiring procedures for Classified employees.	Summer 2010-fall 2010
7.5	Revise hiring procedures for Management Team.	Summer 2010-spring 2011
7.6	Revise sections according to schedule.	Summer 2010-ongoing
Operational Goal		Completion Date
8.0 Arrange for Diversity Speaker for Flex Days in 2009-10.		
Institutional Goals: 2. Foster a climate that promotes diversity throughout the institution.		
Activity		

8.1.1 Follow up on recommendations of EEOAC for appropriate speaker/workshop on diversity.	February 2010 - Carlos Cortes-April 2010
Operational Goal	Operational Goal
9.0 Negotiate and implement on-going reclassification process for classified employees.	
<i>Institutional Goals:</i> #6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth.	
Objective	
9.1 Attract and retain the best qualified employees by continuing to increase compensation for full- and part-time staff and faculty.	
Activity	
9.1.1 Negotiate reclassification process.	Completed
9.1.2 Implement process according to negotiated procedures.	Completed
9.1.3 Research, develop and implement accurate system for reporting MIS data.	Jan-2010 Completed in-house data collection
9.1.4 Re-survey employees to ensure accurate demographic data.	Jan-2010 Resurveyed all employees
9.1.5 Work with the Department of Institutional Research and IT to identify accurate, reliable and workable system of reporting.	Jan-2010 Will continue to refine and maintain internal collection of data for accuracy.
Operational Goal	
10.0 Improve efficiencies between operations and users.	
<i>Institutional Goals:</i> 1.1 Support faculty and staff development for effective teaching, learning, and service delivery; 1.2 Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms. 4.1 Identify barriers that prevent students from achieving their goals 5.2 Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.	
Activity	
10.1.1 Make available on the website, accounting forms used with Fiscal Services.	Summer 2010
10.1.2 Review Student Financial Aid services with Admissions and Records, in order to determine if there are services to students that could be implemented or improve upon for the main campus, the Education Center in Marina and the PSTC in Seaside.	Ongoing

10.1.3 Research on-line system to report and track maintenance work orders.	Summer 2010
10.1.4 Research possible ways to revamp the monthly financial reports to budget managers to make them more user-friendly. (County is currently considering changing the financial software; this feature would await completion of that implementation.)	Summer 2010-now Summer 2011
10.1.5 Research the possibility of allowing users on-line access to financial systems. (Reports now available on-line.)	Summer 2010
10.1.6 Research systems/ways to process budget transfers and purchase requisitions on-line.	Summer 2010
Operational Goal	
11.0 Improve the campus's security plan.	
<i>Institutional Goals – Maintain and Improve district facilities: 7.1 Create safe, attractive, functional facilities through the allocation of bond funds;</i>	
Activity	Completion Date
11.1.1 Provide training for all employees to respond to campus-wide emergencies (SEMS, ICS, ICS200, NIMS IS700 and special training for each incident formed group). (Training sessions held for LTC, Bldg Resp. Team in spring 2010 to approximately 60% of trainees; training must be ongoing due to staff turnover, etc.)	Fall 2009 – ongoing.
11.1.2 Enhance security patrols (increase visibility) for the Monterey and Marina Campus. (Campus Security vehicle purchased.)	Fall 2009
11.1.3 Pursue emergency communication (parking lot emergency call boxes) and security surveillance for parking lots.	Fall 2010
11.1.4 Improve campus communications systems used in emergencies.	Spring 2010